



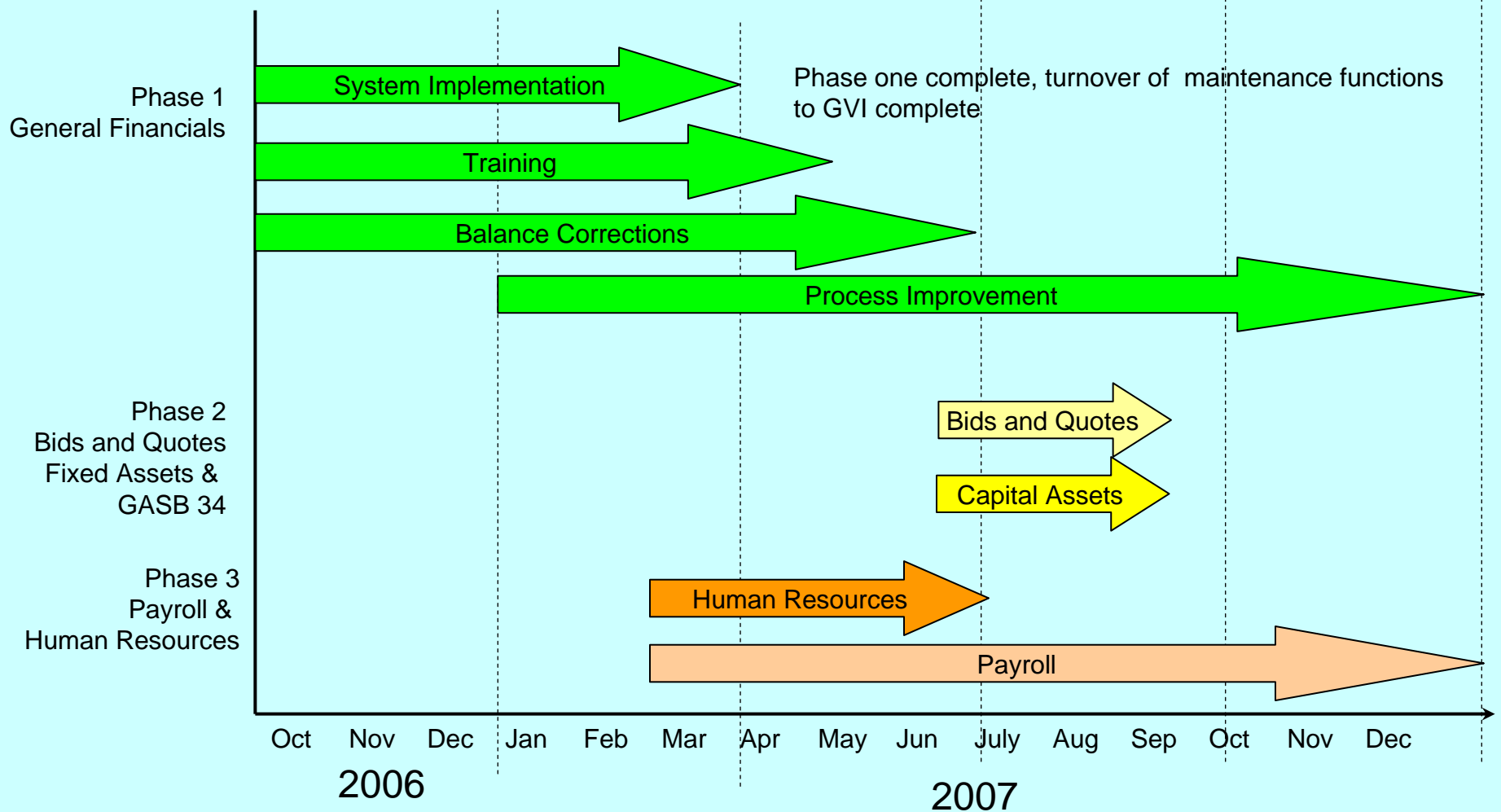
All-Hands Meeting: ERP Update
June 2007

Department of Finance

ERP Overview

- General financials implemented, working to ensure balances are clean and reliable
- Taking the time to correct errors in FMS
- Adhering to accounting standards and best practices
- Maintaining audit standards
- Developed user manuals
- Established ERP Help Desk – 774-4750, extension 2121
- ERP allows for better control of revenue and expenses
- In the process of implementing the Human Resources and Payroll modules

Planned Phases



Phase 2 Modules - Bids and Quotes

■ Bids and Quotes system

- Focus of activity is in the Division of Property and Procurement
- Used to manage and track the development of Requests for Proposals – Government bids
- Used to manage the evaluation of Proposals
- Allows the scanning of proposals and contracts
- Integrates the procurement process

Phase 2 Modules – Capital Assets

■ Capital Assets

- Focus of activity is in Property and Procurement
- Allows the Government to track and manage assets
- Assets include real estate, cars, trucks, construction equipment, desks, chairs, even roads
- Allows for maintenance and other records to be stored/scanned in the system
- Assigns values and useful lives to assets; information is required to meeting accounting standards
- Assets can be tracked and managed provided they are entered in the system

Phase 3 Modules – Human Resources

- Focus of activity is in Division of Personnel and Human Resource directors
- Human Resources module will be used internally by the Division of Personnel in July
- Government-wide roll-out begins in August; Refining and automating the NOPA process
- Electronically ties agencies, Personnel, and OMB into a single process
- Allows documents to be scanned into the application and attached to a personnel action
- A move towards a less paper intensive process

Phase 3 Modules - Payroll

- Government-wide focus
- Government-wide roll-out begins in January
- Training will occur in October and November
- Electronically ties agencies, Personnel, and Payroll into a single process
- Allows documents to be scanned into the application and attached to a personnel action
- A move towards a less paper intensive process
- No more paper checks will be issued – just electronic deposit

Payroll

- The entire project team understands the necessity of getting payroll right the first time
- Need to confirm and correct leave balances on the current FMS system
- Payroll has the longest implementation timeframe to allow for a smooth transition and months of testing
- We understand the anxiety around the new process and are working to ensure a smooth transition

Overview of Account Code Structure

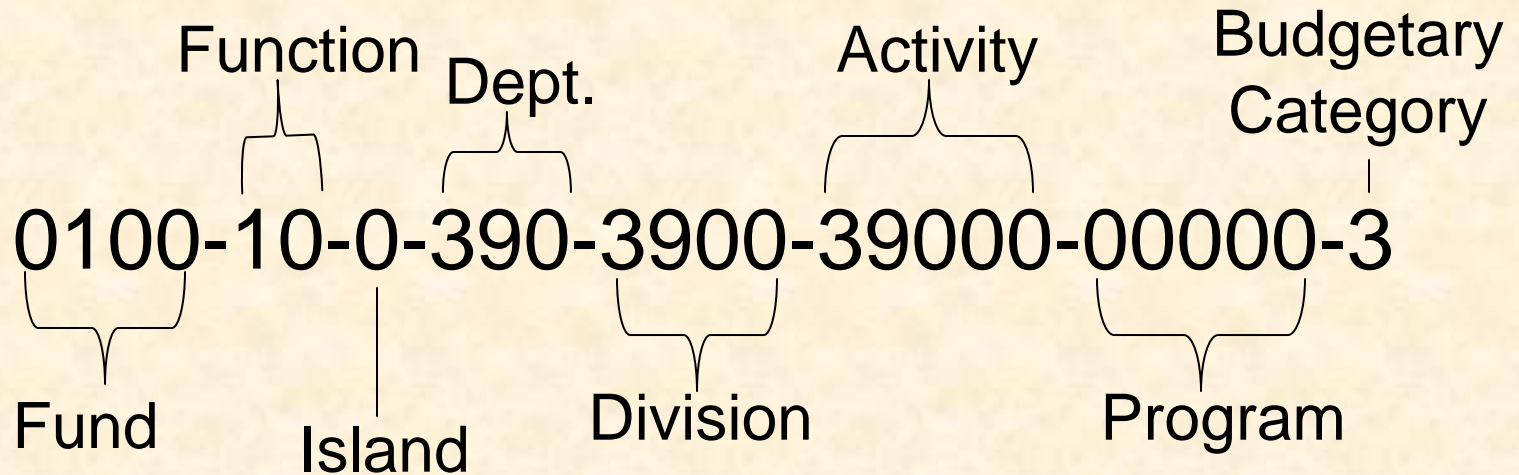
■ Account code structure

- Fund – 4 characters
- Function – 2 characters
- Island – 1 character
- Department – 3 characters
- Division – 4 characters
- Activity – 5 characters
- Program Location – 5 characters
- Budgetary Category – 1 character

■ Every space is not currently used

Account Code Defined

Operating Supplies for the Department Of Finance



Short Cut: 0039000541100

Overview of Account Code Structure

- Fund and Function are most important segments
 - A listing and description of each Fund is available in Munis
 - Each Fund is tied to a bank
- Researching method to coordinating the GVI account code structure and the account code used by the Third Party Fiduciary used by the Department of Education

Assistance Available from the ERP Help Desk

- ERP Help Desk available Monday through Friday from 8:30 am to 5:00 pm; housed in Finance MIS Department
- 774-4750, extension 2121
- Help Desk assists users in resolving functional, technical and data issues; coordinates services
- When you call you will be given an issue tracking number to help ensure your issue is tracked; callers also determine the criticality of the issue
- Connectivity issues will be routed to the Bureau of Information Technology
- User access or passwords are reset by Help Desk staff

Assistance Available from the ERP Help Desk

- Balance or account issues are resolved within the Department of Finance
- Vendor maintenance issues will be routed to Property and Procurement
- Budget issues are routed to the Office of Management and Budget or the Department of Finance depending on the type of account
- Help Desk must be the second line of service for users; first line should be their manager or other staff performing the same or similar tasks
- Training videos and User Manuals are available; contact Carolyn Thomas at 774-4750, extension 2246 if you need copies

Revenue Collections

- Revenue collection and posting are extremely important to the Government
- Revenue must be posted the same day it is collected
- The Department of Finance has a goal to close out each month within 10 days of the end of the month
- Some agencies may still have issues with accounts or balances not being on the system, both accounts and balances have been added as recently as early June and continue to be added
- If coding or balance issues exist please contact the Help Desk at 774-4750, extension 2121

Treasury Management

- Oversees revenue collection government-wide
- Disburses checks
- Conducts bank reconciliation
- Posts revenue
- Goal is to have all revenue postings completed in a timely manner
 - Promote real time balances
 - Aids management decisions
 - Reliable balances for department spending
 - Aids in timely bank reconciliations

Treasury Management

- All revenue must be posted on a daily basis
- Communicate batch information to Treasury daily
- Accurate data input is a requirement
 - Preparation of Statement Of Remittance (SOR)
- Personnel should familiarize themselves with agencies fund, orgs, objects, and projects
 - Know your commonly used account codes

Accounts Payable Process

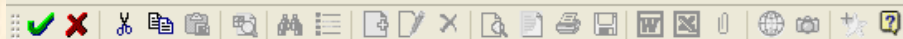
■ All transactions require a Purchase Order to process a payment except for the following :

- Petty Cash / Imprest Funds
- Grants
- Inter-fund and inter-governmental transfers
- Stipends
- Uniform Allowance
- Judgments & Claims
- Workmen's Compensation
- Property Tax Refund
- Student Loans and Scholarships

Accounts Payable Process

■ Checklist for getting a vendor paid:

- Ensure goods are received or services have been delivered
- Ensure a receiving report has been completed if necessary
- Verify bank –system defaults to General Fund
- The Check Run field must be left blank
- Ensure a valid invoice has been received
- Invoice is scanned into Munis – Invoice must be scanned into Munis during invoice processing not requisition processing



Batch	<input type="text" value="1178"/>		
Fund	<input type="text" value="TREA"/>		
Cash account	<input type="text" value="TREA"/>	<input type="text" value="010010"/>	<input type="text"/>
Check Run	<input type="text"/>		
Due date	<input type="text" value="07/19/2007"/>	<input type="text" value="13"/>	
Effective date	<input type="text" value="06/19/2007"/>	<input type="text" value="13"/>	
Year/Period	<input type="text" value="2007"/>	<input type="text" value="9"/>	
Invoice count	<input type="text" value="0"/>		
Amount total	<input type="text" value=""/>		
Vendor hash	<input type="text" value="0"/>		
	<input type="checkbox"/> Released		

Invoice batch number or code.

OVR

Accounts Payable Process

■ Checklist for getting a vendor paid:

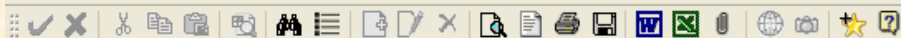
- Ensure goods are received or services have been delivered
- Ensure a receiving report has been completed if necessary
- Verify bank –system defaults to General Fund
- The Check Run field must be left blank
- Ensure a valid invoice has been received
- Invoice is scanned into Munis – Invoice must be scanned into Munis during invoice processing not requisition processing

Accounts Payable Process

- Checklist for getting a vendor paid:

- You have verified the default remit address
- Insert all necessary information in description/comment box for example account numbers, amounts, etc... details can also contain what was purchased

- Finance will not approve for payment any unsubstantiated invoices



Sort

1099 Data

Invoice Inq

Checks Inq

PO Inq

Recurr Inv

G/L Summary

View History

Vendor +1 Entity
 Alpha Type
 Status Reason

General Terms Contacts Misc User Defined

Name

 DBA
 Address

 Zip code ...
 City
 State ...
 Country ☐ Foreign entity

Notes

☐ 1099 vendor
 Default ...
☐ 1099 retainage
☐ W-9 sent
☐ W-9 received

SSN
 FID
 DUNS

0 of 0

Choose the sort sequence for vendors.

OVR

Accounts Payable Process

- Checklist for getting a vendor paid:

- You have verified the default remit address
- Insert all necessary information in description/comment box for example account numbers, amounts, etc... details can also contain what was purchased

- Finance will not approve for payment any unsubstantiated invoices

Purchase order.

Travel Process

- The travel process has changed with the introduction of the ERP system:
 - Secure approval for travel:
 - Off Island-GTR Signed by the Certifying Officer and Governor
 - Inter-Island/In-house GTR signed by department head
 - Complete a requisition for travel
 - In the requisition you can request a 100% of travel expenses if the travel has not occurred
 - If travel has occurred, requisition must be for amount spent - within travel policy
 - Issues with travel agencies not accepting forms

Travel Process

➤ To process payment:

For Cash Advance:

- Prepare invoice for 75% of travel for cash advance
- For invoice number use document number plus **CA1**
- Indicate “Cash Advance” in Description field
- Attach signed GTR
- Attach document listing breakdown for cash advance. Documentation must include a breakdown of expenditures by categories, for example meals, taxi, hotel etc...

Travel Process

➤ To Process Payment **for Travel Reimbursement (Without Cash Advance):**

- Prepare invoice for amount spent-within travel policy
- For invoice number use document number plus **TR**
- Indicate “Travel Reimbursement” in Description field
- Attach signed GTR
- Attach receipts supporting payment request. Documentation must include a breakdown of expenditures by categories. ex. meals, taxi, hotel etc.

Travel Process

➤ To Refund An Unused Cash Advance:

- Prepare Statement of Remittance - indicate check number of cash advance received
- Prepare Travel Voucher - indicate check number of the cash advance received
- Copy receipts by categories on standard copy paper
- Attach all documents above to original invoice- See How To Attach To Original Invoice
- Follow procedures to close purchase order

Travel Process

- To Process Payment for Travel Reimbursement (With Cash Travelers where GVI Owes the Traveler):
 - Prepare invoice for amount to be reimbursed
 - Use same invoice number from cash advance substituting **CA2** for **CA1**
 - Indicate “Travel Reimbursement” in Description field
 - Fully liquidate purchase order
 - Prepare Travel Voucher-indicate check number of the cash advance received
 - Copy receipts by categories on standard copy paper
 - Attach all documents above to invoice

Travel Process

- How To Attach To Original Invoice :
 - Go to GVI Department Menu
 - Select Vendor Inquiry/Reports
 - Find the data record for the Vendor-person traveled
 - From the left panel select Invoice Inquiry
 - Choose PAID from drop down menu on Invoice Selection Menu
 - Open appropriate cash advance payment record
 - Click on paperclip and add documents

Grants Management

- All drawdowns need to be posted in Munis on the day the money is deposited into the bank
- Ensure all grants are tied to a Fund
- Ensure the proper bank is credited when the drawdown occurs
- If applicable, drawdowns need to occur in accordance with the Treasury-State Agreement – average clearance or zero clearance
 - Drawdowns should be timed to occur when the money is spent / check cashed
 - This should match your clearance pattern

Grants Management

- When implemented, the planned spending of grants can be entered into the system at the beginning of the grant or fiscal year
 - Creates a receivable from the grant
 - As drawdowns are received the receivable is reduced
 - This process helps ensure drawdowns are made on a timely basis

- Please remember to drawdown your grants

Office of Management and Budget

***All-Hands Meeting: ERP Update
June 2007***

OMB Transitioning From FMS to the ERP System

- The full implementation of the Government of the Virgin Islands' Enterprise Resources Planning (ERP) System will provide departments and agencies with real-time access to budgetary information (i.e. appropriations, allotments, expenditures, encumbrances, residual balances, etc.).
- This is a good thing because it gives program managers easy access to the information they need to make decisions that impact their performance.
- Performance measures link planning, budgeting and management.

OMB – New Policies and Procedures

1. New policies and procedures

a. Paper Environment:

- Revised workflow for the processing of Personnel Requisition Forms (PRFs).
- 5-day turnaround time (paper environment).
- OMB will be certifying all classified positions. Certified listing already approved for filling by union to be obtained from the Division of Personnel (DOP).
- Classified positions for PRFs are returned to department and agency for filling.
- Exempt positions are forwarded on to DOP for approval for position.
- DOP returns approved Exempt PRF back to department and agency for filling.

OMB – New Policies and Procedures

■ *ERP Environment*

- New process being developed. Process not completed. In collaboration with the Division of Personnel in finalizing workflow concerns

■ Update on balances available in Munis

- Department of Finance places federal budget balances from the FMS system into the ERP system.
- OMB places original budgets from local funds and federal funds on the ERP system.
- Balance transfers are handled by OMB.

OMB – New Policies and Procedures

3. Salary increases

- Based on legislation passed in Acts 6890, 6902, and 6905, each department and agency is to receive an increase in annual appropriation during the fourth quarter of Fiscal Year 2007:

6890	\$12,613,966	Negotiated Union Contract
6902	\$ 5,600,000	Salary Increase
6905	\$ 2,850,000	Salary Increase from Act 6817

Timeline: The period beginning June 18th through June 25th, 2007 is designated for this activity to be completed in the ERP System. (General Fund first - Other local funds and federal funds to follow.)

OMB – A New Look For The Budget

Fiscal Year 2008 Executive Budget

- New contemporary look
- Theme: *Aligning Resources with priorities*
- New format
- Budget Components are listed by functions
 - General Government (GEN)
 - Public Safety (PUB)
 - Education (EDU)
 - Health and Human Services (HHS)
 - Transportation, Facilities and Communications (TFC)
 - Culture and Recreation (CAR)
 - Autonomous and Semi-autonomous Agencies (ASA)

OMB – A New Look For The Budget

2. Management Letter

*8 ½ x 11 sheets (not long green sheets)

3. Personnel Listing

*Phase III of Human Resource module

OMB – A Focus On Performance

4.Focus on Performance

5.Performance Based Budgeting (PBB)

- *PBB implementation continues

- *Agencies need to meet with staff at least once a month

- *Agencies need to start to update or create strategic plan

- *Site visits will be done on a quarterly basis

- **Evaluation and Reporting Phase**

- *Upcoming training will be scheduled about November - December

- *Reporting will be done a quarterly basis

- **Annual Performance Report**

- *Due January 31st

“Performance measurement is the zipper between your budget and your strategic plan”

■ Procedural Changes

- *Reimbursements (policy anticipated)
- *Subgrantee payments (policy anticipated)
- *Small Projects (policy anticipated)

■ Indirect Cost

- *Automation (anticipated)
- *Dept/Central Service Split (will continue)
- *Cap or ceiling is not the negotiated rate
- *Some change in methodology
 - Predetermined Rate → Fixed with Carry Forward
 - Time Distributions

■ Reporting

- *Transition phase - ↑ in reconciliations

- *Full implementation – Timely Reports

■ Single Audits

- *Transition phase - ↑ in findings

- *Full implementation – Timely Audits

■ Certifications

- *Semi-annual Employee Certifications

- *Daily Time Distribution Certification

 - Track Daily, Certify Weekly & Submit bi-weekly with payroll

Grants and Project Accounting

Grants/Project Accounting Module

- oMonitoring from Application Process to close-out
- oMilestones to track general and special conditions of the grants
- oEstablishing a Receivable for General Billing Purposes

ERP Reminders

ERP Reminders

- Currently not all Budgets submitted to OMB
- Some Budgets submitted to DOF
- All Budgets submitted to OMB must be completely and properly coded
- DOF is responsible for all coding (local & federal)
- All grants must have a Project Number
- Separate Org Code for each Budget Category
- Object Number – formerly Account Number

General Reminders

General Reminders

- Accurate filing of documents
- Records management
- Review internal controls and documentation
- (Document, Document, Document)

Revised Budget Forms as of November 24, 2006

1. OMB BR - VI (Department/Agency Federal Budget Plan)
2. OMB BR - VI(a) (Supplemental form)
 - *Breaks down Personnel Services
 - *Breaks down Other Services & Charges
 - *Provides Subgrantee Information, etc.

General Reminders

3. Hard copy & electronic version (Do not change anything on the electronic version of the form)
4. Revised budget form accommodates
 - A. Revenue Budget
 - B. Expenditure Budget
 - C. Indirect Cost Budget (if applicable) – Version 1 of form
 - D. Other applicable budgets – Version 2 of form

Indirect Costs

Indirect Cost

1. Object Number and Org Code – for Revenue (Revenue Budget)
2. Object Number and Org Code – for Expenditures (Expenditure Budget)
3. Object Numbers and Org Codes – for Indirect Cost Revenue Budget
 - * Departmental Indirect Cost Revenue
 - * Service Indirect Cost Revenue
4. Objects/Org for Departmental Indirect Cost Expenditure Budget

OMB Contact Numbers

Budget Administration Unit

***extensions 206 & 225 (774-0750)**

Federal Grants Management Unit

***extensions 239, 252 and 208 (774-0750)**

Policy Management Unit

***extensions 207 and 250 (774-0750)**

Public Administration Unit

*** 777-5439 (St. Thomas)**

*** 778-8925 (St. Croix)**

Bureau of Information Technology

***All-Hands Meeting: ERP Update
June 2007***

Providing ERP Access to All Government Employees

- Supporting the Department of Finance with the Financial and Payroll Process
- Access for Payroll (End Game)
 - To accomplish this, we need all the agencies support in completing the assessment to ensure availability to the application
- Supporting the Division of Personnel with the NOPA Process
- Supporting the Department of Property and Procurement with the Procurement and Asset Management Process

Government of the Virgin Islands Web Portal

- Any issues or concerns relating to the ERP can be communicated via the Government of the Virgin Islands Web Portal.
- The URL to get to the Web Portal is <http://www.vi.gov>
- The email address to contact the Bureau of Information Technology is gvihelp@bit.vi.gov

For questions or comments please contact the following personnel:

- John C. George, (340) 774-1013, jcg@vi.gov
- Romel Wallace, Jr., (340) 774-1013, rwallace@vi.gov
- Orville Huggins., (340) 774-1013, ovhuggins@vi.gov

Division of Personnel

HR Module Implementation
June 2007



Mark Your Calendar

- ❖ In-house training for Recruitment & Classification (R&C) will commence from June 18th through 19th
 - ❖ R&C unit in both districts will be closed during this training period.
 - ❖ In-house training will be conducted for the Notification of Personnel Action (NOPA) section from June 20th through 21st
 - ❖ NOPA unit in both districts will be closed during this training period.
- There will be a moratorium on Personnel Actions and all recruitment activities from July 2nd through July 20th
- ❖ Training for the Human Resources (HR) Module will commence on August 1st and will continue until all agencies are trained.

Phases

❖ 1st Phase

Division of Personnel will enter all personnel actions into the system from July 1st through July 31st

❖ 2nd Phase

Each Agency's personnel will key personnel actions into the system as each department is trained on the HR module.

Agency training will be conducted in two (2) consecutive half (1/2) day sessions for each agency.

(Please note a schedule will be determined from the survey sheets as they are returned.)

Phases

- ❖ Each agency's Human Resources personnel will be given a window of 2 to 5 days after completion of training to verify the accuracy of their data in the HR module.

(Please note: Number of days will be determined by the size of the agency.)

Changes to Personnel Process and Impact to Employees

The Personnel Requisition Form (PRF) and the NOPA will be electronic. Supporting documents will be scanned into the system by each agency's HR personnel.

- ❖ Office of Management and Budget's approval for funding will expire three (3) months after approval date or at the end of a fiscal year whichever comes first.
- ❖ Each Department/Agency must provide a listing of all exempt positions and a job description for each position to DOP by August 1st

ERP Transition Period

- ❖ During the ERP transition period, the status quo account structure will continue on the NOPA; however, agencies must include the new account string under the old account string on the line currently used for the Budget Control (BC) Number. This practice will begin on Monday, June 18th.
- ❖ Please, provide a spreadsheet of employees whose funding is split between multiple accounts (e.g. 50%-50%: federally and locally funded).
- ❖ The spreadsheet should include the employee name, employee number, old and new account codes, and percent breakdown. This information is due on June 29th.

Effect on Health Insurance Enrollment Procedure

- ❖ New employees will be automatically enrolled in the Health Insurance Program as “Employee” only.
- ❖ Employees must submit an application to their Personnel Officer within thirty (30) days of hire to make changes if they desire. If they miss this deadline they will have to wait for open enrollment to make changes to their Health Insurance coverage.

Contact Us



- ❖ Please contact Division of Personnel – Management Information System (MIS) unit if you have any questions or concerns.

Contact No.: (340) 774-8588

Department of Property and Procurement



All-Hands Meeting: ERP Update
June 2007

How The ERP System Has Impacted The Procurement Process?



By
Lynn Millin
Commissioner,
Department of Property and Procurement

How The ERP System Has Impacted The Procurement Process?

■ There is absolutely no impact on:

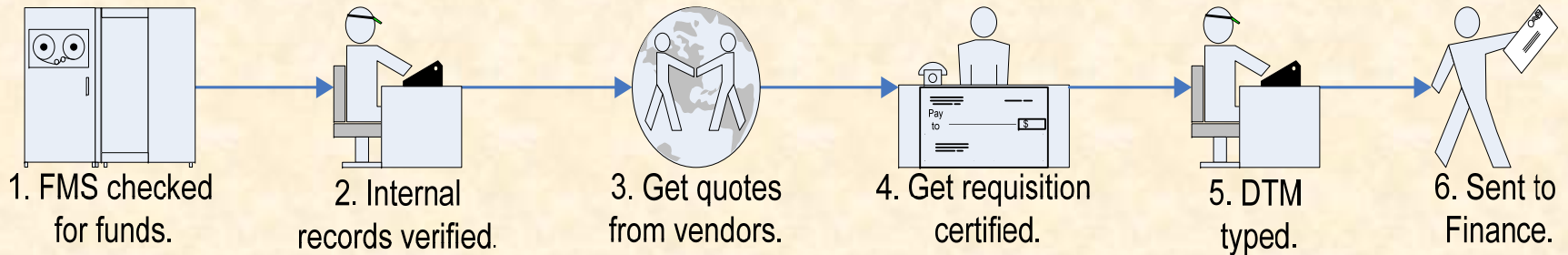
➤ The Procurement Laws, Rules, and Regulations.

- Competitive procurement **MUST** still be practiced.
- Justifications for purchases **MUST** still be provided.
- Dollar thresholds (e.g. \$5000 limitation) and off-island purchase requirements remain the same.
- Existing guidelines for GSA, emergency, exigency, sole-source, and open market purchases remain the same.

*Remember!
There are **NO**
CHANGES to the
procurement laws,
rules, and
regulations.*



How The ERP System Has Impacted The Procurement Process?

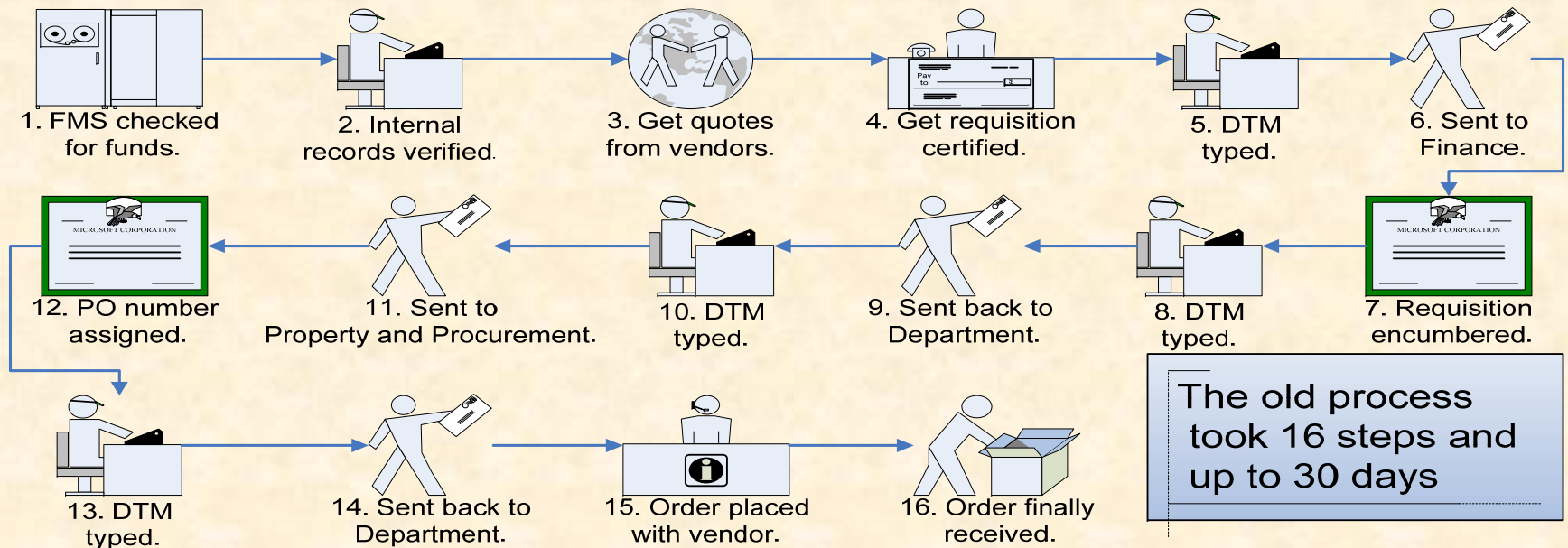


■ What has actually changed?

- The ERP System has changed the way that we physically process requisitions and purchase orders.
 - Before the ERP System was implemented, processing a typical purchase request involved 16 steps and up to 30 days of:
 - Checking the FMS for the availability of funds.
 - Checking the internal records to verify that the funds were really there.
 - Contacting the vendors, getting several quotes, and making a selection.
 - Getting the requisition certified.
 - Typing a DTM and sending the requisition to Finance for encumbrance.

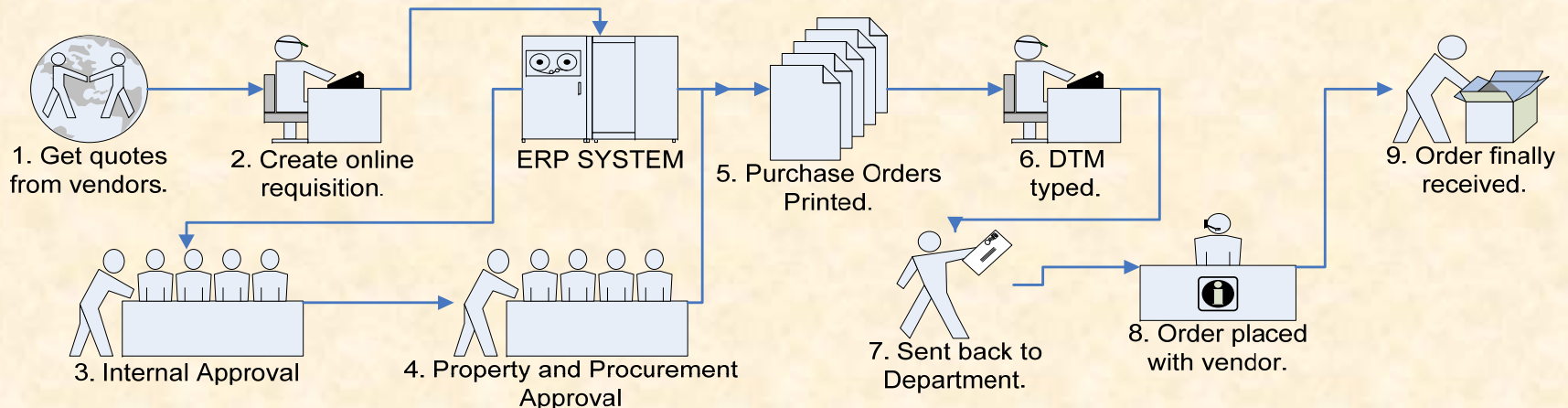
How The ERP System Has Impacted The Procurement Process?

- Finance encumbering the funds if money was available; typing a DTM and sending the requisition back to the originating department.
 - Typing another DTM and the sending the requisition to the Property and Procurement for processing.
 - Property and Procurement assigning a PO number; typing a DTM and sending the PO back to the originating department.
 - Finally, once received, the order could finally be placed, and the goods and services procured – typically two to four weeks after initiating the process.
- Having to wait 15 to 30 days before a purchase can be made is what has actually changed!



How The ERP System Has Impacted The Procurement Process?

- As a result of implementing the ERP System, the process has changed to:
 - Get your quotes from the vendors.
 - Create an online requisition; attach the quotes and any supporting document; and the funds will be encumbered immediately.
 - The request is automatically routed within your department for approval.
 - Once approved it is automatically routed to the Department of Property and Procurement for approval, processing, and printing.
 - A DTM is prepared, and a PO is returned to the originating department in a matter of hours.



How The ERP System Has Impacted The Procurement Process?

The ERP System had a **HUGE** impact on **efficiency, timeliness, delivery times** for receiving goods, and **overall satisfaction** with the purchasing process!



- The ERP System has reduced the requisition and purchase order process by as much as 30 days.
- The efficiency and timeliness of processing purchase orders have increased.
- The overall delivery time for obtaining goods and services has been reduced.
- ERP has increased the satisfaction level with the purchasing process.
- The ERP has changed the way we process purchase order change orders.
- The ERP has changed the way payments against contracts are processed.

Best Procurement Practices Using The ERP System!



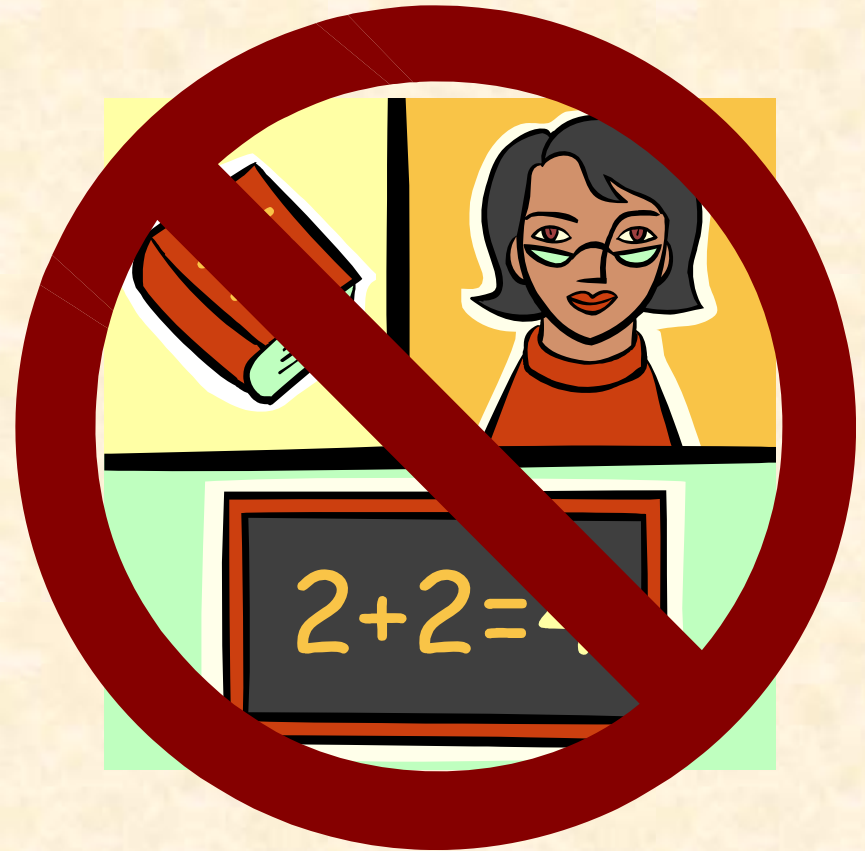
By

Sal Griffith

*Deputy Commissioner of Procurement,
Department of Property and Procurement*

Best Procurement Practices Using The ERP System!

- This presentation is not an ERP training class.
- This presentation is not designed to teach how to use the ERP System.
 - For information on how to use the ERP System, you are referred to:
 - Finance's website at <http://172.20.2.15>.



Best Procurement Practices Using The ERP System!



- This presentation is about what the Department of Property and Procurement looks for as ERP transactions are processed.
 - It is about what is looked at, and what is expected on purchase requests.
 - It is about what is expected on purchase orders change orders requests, and what is and what is not processed.
 - It is about what is looked at, and what is expected while processing contracts and payments against contracts on the ERP System.
- This presentation is about how to avoid delays, or rejections of your procurement requests.

- All payment requests are routed through the Department of Property and Procurement.

-
- Requisition File Maintenance - MUNIS [US VIRGIN ISLANDS, ERP SYSTEM]
- My File Edit Tools Help
- Line Detail Release Approvals Activate Allocate Notes Copy GL Allocations GL Summary
- Main Terms/Miscellaneous
- Dept/Location Fiscal year Requisition number General commodity General description Vendor Name PO mailing Remit Ship to Reference
- Enter Special or Delivery Instructions In The General Notes!
- DO NOT** Select A Vendor On Central Store Warehouse Pick Tickets!
- General Notes
- Vendor/Sourcing Notes
- Line Qty Unit Price Freight Desc Line Total Description
- Total Amount

Best Procurement Practices Using The ERP System!

Requisition File Maintenance - MUNIS (US VIRGIN ISLANDS, ERP SYSTEM)

Line Detail
Release
Approve
Activate
Allocate
Notes
Copy
GL Allocations
GL Summary

Main Terms/Miscellaneous

Dept/Loc: [text]
Fiscal year: [text]
Requisition number: [text]
General commodity: [text]
General description: [text]

Status: [text]
Entered by: [text]
Entered: [text]

Vendor Name: [text]
PO mailing: [text]
Remit: [text]
Vendor/Sourcing Notes: [text]

Ship to: [text]
Reference: [text]

Line City Unit Price Freight Disc % Credit Line Total Description

Total Amount: [text]

Be sure to include vendor name and number, PO mailing address, vendor remit address, and vendor sourcing notes.

- When creating a typical purchase requisition, be sure to include:
 - A vendor name and number – only Central Store's requisition should contain a blank vendor.
- When creating a typical purchase requisition, please check the following to avoid having to make change requests later on:
 - The purchase order mailing address.
 - The vendor's remit address which may or may not be different from the PO's mailing address.
 - The vendor's sourcing notes which are quotes, justifications, and other important information supporting to the vendor selection.

Best Procurement Practices Using The ERP System!

The screenshot shows the 'New PO #' form in the REP System. Two red boxes with arrows highlight specific fields:

- A red box around the 'Contract' field (Number and Description) with an arrow pointing to it from the text: "Include contract number on contract payments."
- A red box around the 'Review' field (Type) with an arrow pointing to it from the text: "Avoid delays by checking the appropriate review and requisition type."

The 'Review' field is currently set to 'N - NOFRM'. The 'Contract' field is currently empty.

Avoid delays by checking the appropriate review and requisition type.

~~Include~~ contract
number on
contract
payments.

Be aware of the Fixed Asset option. The module will be activated very shortly.

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- The appropriate review and requisition type (local purchase, off island purchase, etc.).
- The contract number if the purchase is against an existing contract. (Properly executed leases are also considered contracts.)
- The Fixed Asset option in the line item details. While the module is not currently in use, it is about to be activated very shortly.

Best Procurement Practices Using The ERP System!

- When processing a contract payment, the process is essentially the same – with a few exceptions.
 - Previously, you could encumber funds using an Miscellaneous Encumbrance Document. Now you must:
 - Enter the contract information onto the ERP system to encumber the funds.
 - Scan and attach the terms, scope, compensation, and signature pages.
 - Have Property and Procurement verify the contract entry, printout the contract encumbrance document, and approve the contract.
 - Post the contract and start making payments against it.

Best Procurement Practices Using The ERP System!

- When processing errors occur and changes must be made...
 - On purchase orders, the Department of Property and Procurement can do the following if requested:
 - Make changes to vendor information when:
 - It is necessary to change the vendor that a purchase order is issued to after the purchase order has been printed.
 - The vendor's address needs to be corrected after the purchase order has been printed.
 - The vendor's remit address needs to be corrected after the purchase has been printed.
 - Make changes to purchase order amounts when:
 - The amount needs to be increased or decreased and there is no change to the fund or accounting source.
 - Cancel purchase orders so that encumbered funds may be released.
 - Cancel purchase orders because the goods or services are no longer desired.

Best Procurement Practices Using The ERP System!

- The Department of Property and Procurement does not make changes to purchase orders when the fund, org, or accounts need to be changed. In these situations, a request can be made to canceled the purchase order so that a replacement can be created.
- When requesting changes to purchase orders, the following must be done:
 - The Commissioner or designated person in the requesting department must notify the Commissioner of Property and Procurement, in writing, of the requested changes. Indicate why the changes are necessary, and send a copy to the Deputy Commissioner of Procurement. The request can be faxed to 340-774-9704.

Best Procurement Practices Using The ERP System!

- Do not confuse request for purchase order maintenance with request for vendor maintenance. Purchase order maintenance is done on completed purchase orders only. Vendor maintenance is requested when there is a need to add new vendors to the system, or when changes are requested that correct a vendor's information independent of a purchase order.

Additional Changes To Expect As A Result Of The ERP System!



By
Lynn Millin
Commissioner,
Department of Property and Procurement

Additional Changes To Expect As A Result Of The ERP System!

- The Bids Management module will be implemented to further streamline the procurement process, and to add greater transparency to the competitive process.
 - Processing of bids and requests for bids will be done online.
 - The rating and ranking of bids and quotes will be further automated.
 - The use of commodity codes will improve the analysis and understanding of government spending and purchasing practices.
 - Departments and agencies will have greater input and involvement in the creation of supply contracts.
 - Mass procurement and volume purchases will be greatly facilitated.



Additional Changes To Expect As A Result Of The ERP System!

- Commodity codes will be used to uniquely identify specific types of goods and services.
 - Commodity codes will become a common link between the existing and the pending modules.
 - The use of commodity codes will allow the fine-tuning of purchasing; permit usage tracking; provide consumption data; and make available the associated cost of any expense item.
 - By utilizing commodity codes, purchasing against supply contracts becomes easier to restrict and enforce.



Additional Changes To Expect As A Result Of The ERP System!

- Vendor Self-Service is not quite in the bag as yet, but it's being worked on.
 - With vendor self-service, vendors will be able to connect to the ERP system; register themselves; get access to online requests for bids and quotations.
 - Vendors will be able to view their transaction records and history with the Government of the Virgin Islands.
 - The ability for vendors to review their open and close purchase order will be granted.
 - Vendors will be able to see when new purchase orders are issued to their companies, as well as when checks are cut, made payable, and in what amount.
 - Vendor self-service will reduce the amount of time spent researching and answering questions from vendors – especially the most annoying one, “Where is my payment?”

Additional Changes To Expect As A Result Of The ERP System!

- Fixed Assets management has always been a problem for the government.
- Implementation of the fixed asset module is currently underway and should significantly improve our management capabilities.
- The fixed asset module integrates with purchasing and receiving, and it automatically creates an inventory record for purchased items.
- Recordkeeping for assets such as land, buildings, machinery, equipment, construction in progress, and infrastructure will be simplified.
- The barcode capability will greatly enhance and improve the ability to track items, take inventories, and maintain accountability and control.
- Additional information will be forthcoming about the about the fixed assets module in the near future.

For questions or comments please contact the following personnel:

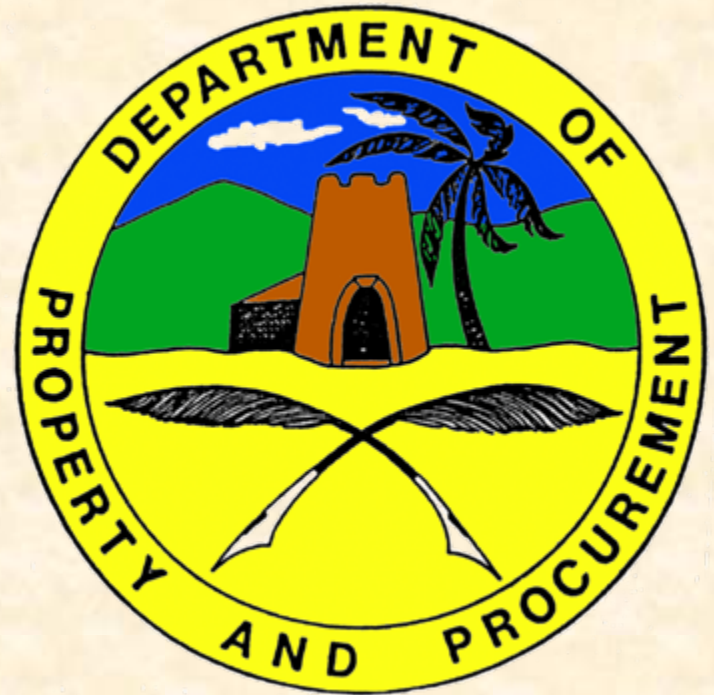
■ For any purchase order or contract related issue you may contact:

➤ St. Thomas:

- Sal Griffith, Deputy Commissioner of Procurement at sagriffith@pnpvi.org.

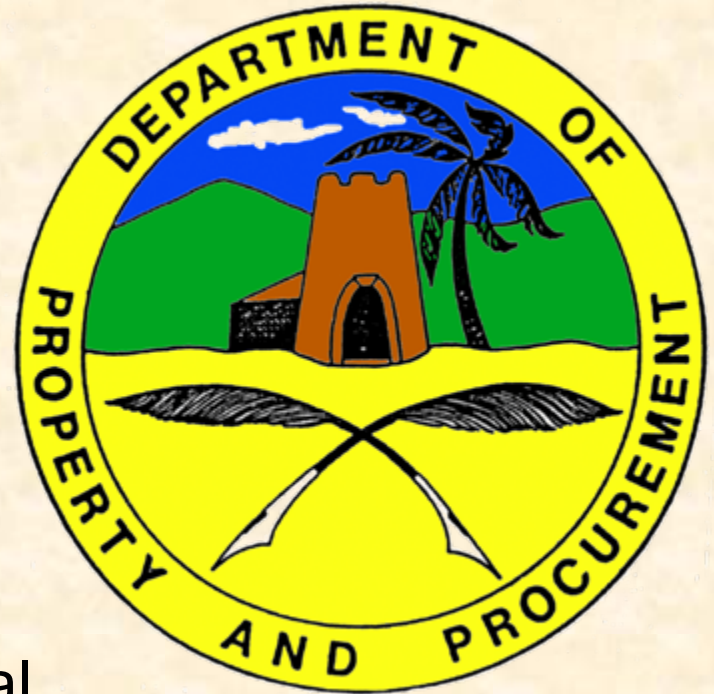
➤ St. Croix:

- Lloyd T. Bough, Chief of Procurement and Contracts, lbough@pnpvi.org



For questions or comments please contact the following personnel:

- For Central Store Warehouse purchases you may contact:
 - St. Thomas:
 - Patricia Squiabro, Director Central Store Warehouse at psquiabro@pnpvi.org.
 - St. Croix:
 - Ingrid Gilbert, Chief of Central Stores at igilbert@pnpvi.org.



For questions or comments please contact the following personnel:

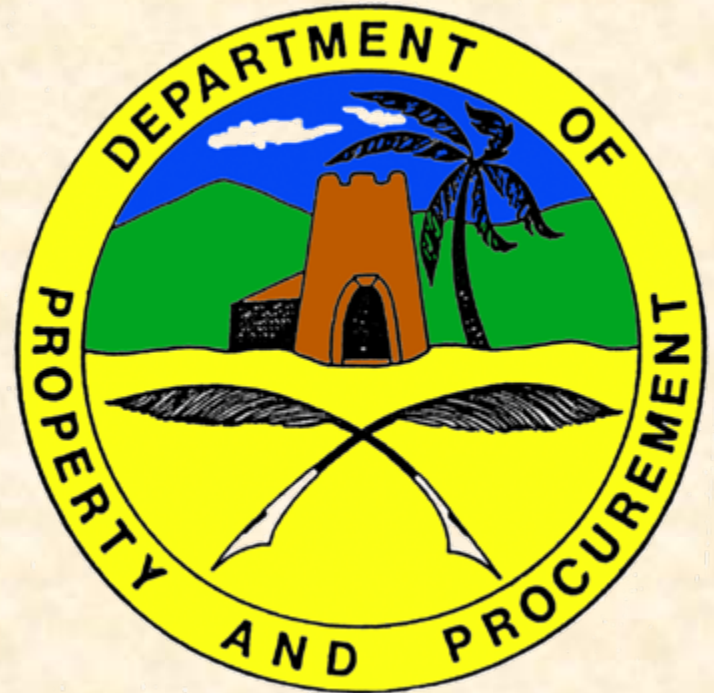
■ For vendor maintenance related concerns you may contact:

➤ St. Thomas:

- Windy Fahie-Donavan, Coordinator of Property and Warehouse Services at wafahie@pnpvi.org.

➤ St. Croix

- Christina Perez, Special Assistant at cperez@pnpvi.org.



Department of Health

Ms. Angela Henry

***All-Hands Meeting: ERP Update
June 2007***

Department of Human Services

Mr. Molito Smith
Ms. Clarissa Belleau

All-Hands Meeting: ERP Update
June 2007

Department of Education

***All-Hands Meeting: ERP Update
June 2007***